



DURHAM WORKFORCE DEVELOPMENT BOARD (DWDB) MEETING
January 25, 2018 - Meeting
Durham, NC 27703
8:30AM – 10:00AM

EXHIBIT C: MEETING MINUTES

DWDB Members Present: Steven Williams, Chair; Paul Grantham, 1st Vice Chair; George Hining, 2nd Vice Chair and Chair, Business Services Ad Hoc Subcommittee; Jessie Pickett-Williams, Secretary/Treasurer; Rebecca Axford, Chair, Youth Council; Quillie Coath, Jr.; DeDreana Freeman, Durham City Council; Marlon Kiel; Del Mattioli; Rick Sheldahl; Roger Shumate; Rhonda Stevens; Kristey Stewart; Chip Wood; and Peter Wooldridge

DWDB Staff Present: Andre Pettigrew, Executive Director; Esther Coleman, Executive Director; Cheryl Copeland; James Dickens; and Jennifer Jones

Guests Present: Gregory Bellamy, Durham Technical Community College; Stephanie Deese, NC Association for Workforce Development Boards, Ray Eibel, EDSI; Matt Fields, Eckerd; Alexis Franks, EDSI; Eric Haddock, Eckerd; Kal Kunkel, Eckerd; Brandon Keen, EDSI; and Anthony Rogers, EDSI

WELCOME AND CALL TO ORDER

Steven Williams, Chair, called the meeting to order at 8:38AM.

ANNOUNCEMENTS

1. Chair Updates – Steven Williams

- Steven welcomed Ms. DeDreana Freeman, Durham City Council, and speakers for the presentations: Stephanie Deese, Executive Director, NC Association for Workforce Development Boards, Brandon Keen and Alexa Franks, Educational Data Systems, Inc. and NCWorks Career Center, and Eric Haddock, Eckerd and NextGen.
- The YouthWork Internship Program began taking applications for the summer program. All youth 14-24 were welcome to apply through the City of Durham. As always, there is more work for us to do in engaging and partnering with other businesses to employ our youth. Even working one summer can make a difference in a child's life, as it did for me and many others.
- We were recognized by Congressman Price for NCWORKS being the best model board in NC.

2. Executive Director Updates – Andre Pettigrew

- There is a monitoring visit in mid-March and Esther Coleman will take the lead for an excellent audit.

3. Assistant Executive Director – Esther Coleman

- The Upcoming Board Retreat was scheduled on March 23, 2018, at The Frontier, RTP.
- A draft of the Durham Workforce Development Retreat Agenda was discussed.
- John Metcalf serves as facilitator for the DWDB Retreat.
- The Memorandum of Understanding (MOU) is due in January 2018, where they cost share expenses and they need signatures of all partners to sign off on the MOU.

PRESENTATIONS

1. Ready. Set. Engage – Our Strategic Direction, presented by Stephanie Deese, Executive Director, NC Association of Workforce Development Boards (NCAWDB)

- The Board Training for Local Board Members, sponsored by the US DOL, Division of Workforce Solutions and NCAWDB, will be held on April 17, 2018 in Raleigh. All Boards were asked to attend this training.
- **Vision of the NCAWDB:** To have the best Boards in NC;
- **Mission:** To enhance and support the work of the local Workforce Development Boards through strategic advocacy, partnership convening and capacity building enabling businesses to prosper economically and remain competitive by providing a highly qualified, motivated workforce;
- **Goals:** To accomplish the Mission, NCAWDB will help coordinate with local Workforce Boards to:
 - Increase public awareness and recognition of the Workforce Development Boards and their role as convener, facilitator, workforce broker, community voice, and capacity builder;
 - Provide members with access to real-time labor information, solutions, and best practices through networking and a variety of communications platforms in order for boards to be successful; and
 - Foster and maintain active, engaged, and well-informed participation by board members.

2. NCWorks Career Center Durham: WIOA Program, presented by Brandon Keen, WIOA Program Manager, NCWorks Career Center and Alexis Franks, Program Manager

- **Purpose:** They strive to create enthusiasm in clients, see through their eyes, understand their needs and deliver more than the client expects. The staff is there to change people's lives and set them on their own career path. Their goal is not to deliver just mediocre services, but to go beyond what is needed. They are experts in getting people connected to jobs. In order to do that, they offer the following:
 - High quality and relevant workshops
 - Training
 - Provide supportive services, including on-the-job training

- Community outreach--go where the PEOPLE are! They go out to the communities and engage and inform people about their services and getting jobs!
- Provide individual training accounts on information technology, advanced manufacturing, health and life sciences
- Inform about growth and opportunity in getting a CDL A or CDL B license
- Fund training which will lead to an industry recognized credential, and On the Job Training (OJT), which is a form of subsidized employment, with a focus on training. The employer receives up to 75% reimbursement on the employee's wages during their training period, 3-6 months.
- They also partner with NCCU, DTCC, NC Biotech Center, Chamber of Commerce, Small Business Advisory Council, and a host of other businesses.
- Schedule construction and other occupational job fairs, and recently scheduled a job fair with Gilbane Construction and another with Romeo Guest and CT Wilson with assistance from Self-Help Credit Union.

3. NCWORKS NEXTGEN: OUR FIRST 90 DAYS RECAP AND MORE, presented by Eric Haddock, NCWorks NextGen Project Manager

The NCWorks NextGen Goals include:

- Enroll 10 new young adults monthly for the next 5 months;
- This goal would render nearly 95 active youth, and over 64 youth in follow-up, and generate a total of 159 youth being serviced for PY17-18.

The Career Pathway Plan includes enrollment, classes, training and workshops. In the carry-over of young adults, a total of 187 young adults have participated in the program over the past two years. Seventy-eight young adults have completed follow-up (and have thereby been exited from the program for longer than one year). Sixty-four young adults were in follow-up (have been exited from the program for less than one year). All active carry-over of young adults have new individual employment plans, created with a specified career pathway for each. With the use of WEX funds, there were currently 13 WEX participants with an average of \$11/hr. per WEX. Over \$30,000 of their \$50,000 contracted funds for the year, have already been obligated.

1. Subcommittee Reports

- Youth Council Subcommittee, Rebecca Axford, Chair
 - The Youth Summit date was changed and board participation is needed for this event.
- NCWorks Career Center Subcommittee, Wade Smedley, Chair
 - On the NCWorks dashboard, they now have a customer satisfaction survey
 - They are still revamping the Center
 - There is no Request for Proposal at this time; it is sent out every three years.

Steven Williams adjourned the meeting at 10:17 AM.